



Policy: 4475
Procedure: 4475.09
Chapter: Education
Rule: Special Education Stipend

Effective: 09/14/05
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Special Education stipend is designed to compensate Special Education teachers for managing a caseload in addition to providing individualized instruction to Special Education students. The Special Education stipend program has two six-month qualifying periods. The qualifying periods are November 1 to April 30 and May 1 to October 31. The stipend is available to all fully certified Special Education teachers who effectively manage a Special Education case load, meet Individuals with Disabilities Education Act (IDEA) time-lines, hold Multi-disciplinary Evaluation Team (MET) meetings, write Individual Educational Plans (IEP), collect student progress report data and provide Special Education instruction to students with IEPs.

Rules:

1. **Stipend Eligibility:** A **SPECIAL EDUCATION TEACHER** shall perform all duties and responsibilities in order to be eligible for the stipend.
 - a. The **SPECIAL EDUCATION TEACHER** shall, at a minimum:
 - i. Provide individualized instruction to Special Education students;
 - ii. Hold MET meetings;
 - iii. Write IEPs;
 - iv. Participate in IEP and MET meetings;
 - v. Ensure compliance with timelines according to the Individuals with Disabilities Act (IDEA) and all other compliance issues;
 - vi. Complete student progress reports;
 - vii. Provide regular education teachers with information about Special Education students in their classes;
 - viii. Assist regular education teachers with strategies, modifications, and accommodations for Special Education students in their classes;
 - ix. Participate in Student Study Teams, when appropriate; and
 - x. Document any educational or behavioral issues, and notify appropriate personnel.
2. **Request for Special Education Stipend:**
 - a. A **SPECIAL EDUCATION TEACHER WHO MANAGES A CASELOAD AND PROVIDES SPECIAL EDUCATION INSTRUCTION/SERVICES TO STUDENTS AS DESCRIBED ABOVE** shall complete an Employee Agreement and Understanding Form (4475.09) to initiate the stipend and send the completed form to the Principal;
 - b. After signing the form, the **PRINCIPAL** shall send the completed form to the Office of Human Resources and a copy to the Education Central Office.
3. **Compensation Eligibility and Eligibility Period:** The **SPECIAL EDUCATION TEACHER** shall qualify for the stipend on the date the form is signed by the teacher and the principal.
 - a. To remain eligible for the stipend, the **SPECIAL EDUCATION TEACHER** shall:
 - i. Maintain active pay status or be on approved leave during the qualifying periods; and
 - ii. Hold a current regular or provisional Special Education teaching certification during the entire qualifying period.
 - b. The **SPECIAL EDUCATION TEACHER** shall establish eligibility for a partial share of the stipend as follows:

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- i. If during the INITIAL qualifying period, a teacher is in a Special Education teaching position for at least half of the INITIAL qualifying period, the Special Education teacher shall be entitled to one half of the stipend provided ALL of the requirements are met;
 - ii. The Special Education teacher shall NOT be entitled to any portion of the stipend if in the Special Education position for less than half of the INITIAL qualifying period.
 - c. The **SPECIAL EDUCATION TEACHER** shall notify the Principal and Central Office Education of the expiration date of their Special Education certification;
 - d. The **PRINCIPAL** shall immediately notify the Central Education Office when a teacher is no longer eligible to receive the stipend;
 - e. **CENTRAL EDUCATION OFFICE** shall notify Human Resources to terminate the employee's eligibility for the stipend when eligibility requirements are no longer met.
4. **Special Education Stipend Program Funding:**
- a. Depending on budgetary conditions, operational needs, or unforeseen circumstances, **ADJC** reserves the right to modify or discontinue any or all aspects of this program.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/14/05	Jude Lanphar		